

Requirements and Installation Guide for

MyCARS

**Department of Personnel & Administration
State Fleet Management**



**Technical Support by
OIT Information Technology Unit**

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Introduction

Purpose

This guide is designed to provide departments using the MyFleet web application from State Fleet Management with the information needed to transition to the replacement application called MyCARS.

For Additional Assistance

For additional information, visit the State Fleet Management web site at <http://www.colorado.gov/dpa/dcs/fleet/index.htm>.

If you experience technical problems with this installation please contact Alla Babayeva or Scot Mincey.

Email: alla.babayeva@state.co.us or
scot.mincey@state.co.us

Or

Call Alla at (303) 764-7850 or
Scot at (303) 764-7854

Requirements and Installation

MyCARS Requirements

There are two main requirements for a current CARS user to access MyCARS. One is to use Microsoft Internet Explorer 6 (or above) with a special plug-in installed. The other is a password for their MyCARS account, which is requested via a link from the MyCARS web site.

When the deployment team from the Department of Personnel & Administration is preparing to convert an agency's users from MyFleet to MyCARS they will set up MyCARS accounts for that agency's users. When the accounts are ready the deployment team will notify the agency's fleet coordinator.

At that point the users will need to install the plug-in for Internet Explorer, go to the MyCARS web site and click on a link to request that their password be sent to them. Once their password is sent back the user will be able to sign in and use the MyCARS application.

MyCARS Installation

MyCARS, like MyFleet, is a web application. The web address is:

<https://mycars.state.co.us/mycars/appeon.htm>

Please note the 's' in the https part of the address. The 's' is because MyCARS uses the security protocol SSL on all its pages.

The MyCARS web application uses software from the Appeon Corporation. There are two particular software requirements to be able to use the MyCARS application on the web.

1. The application needs to be accessed with Microsoft's Internet Explorer version 6 or above.
2. The application requires a browser 'plug-in' called the 'Appeon Xcelerator' to be installed. It also uses requires several ActiveX controls. These can be installed by directing the browser at the MyCARS web site. This is a one time activity. Once you have these installed, you will not need to do these steps again.

The installation process may require a various number of steps depending on your security settings.

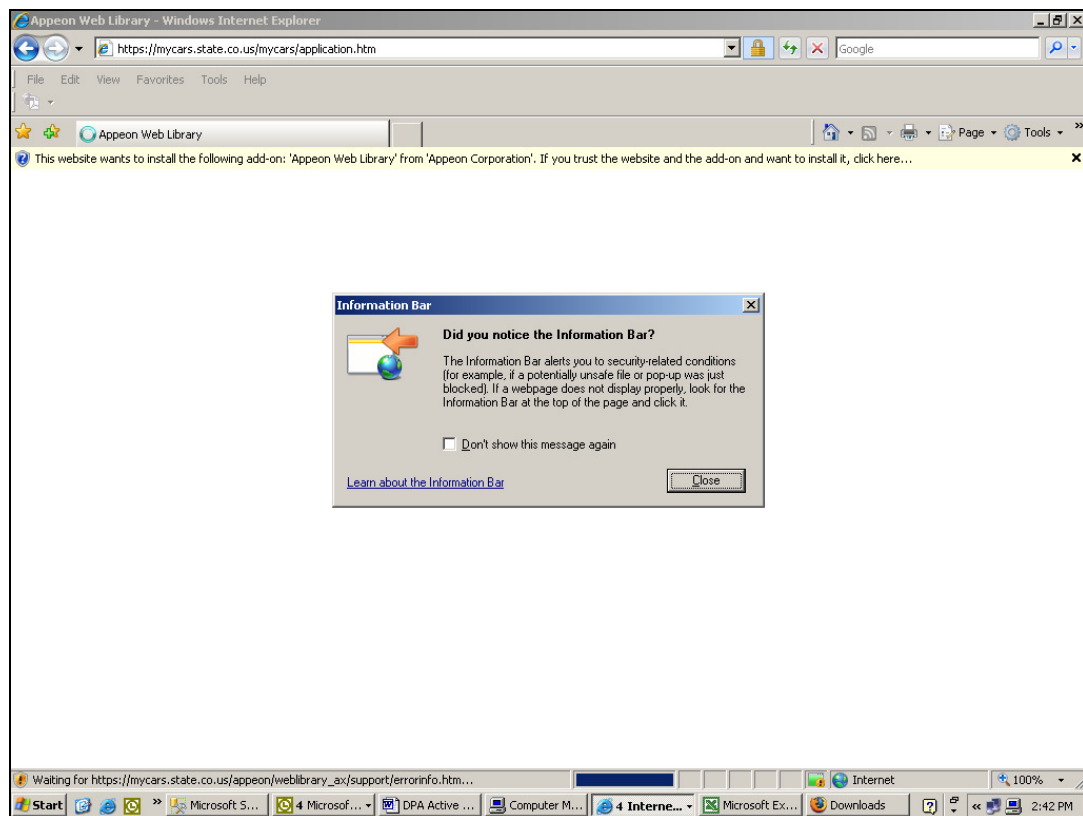
Please note: The user installing the plug-in must have administrator rights on the computer.

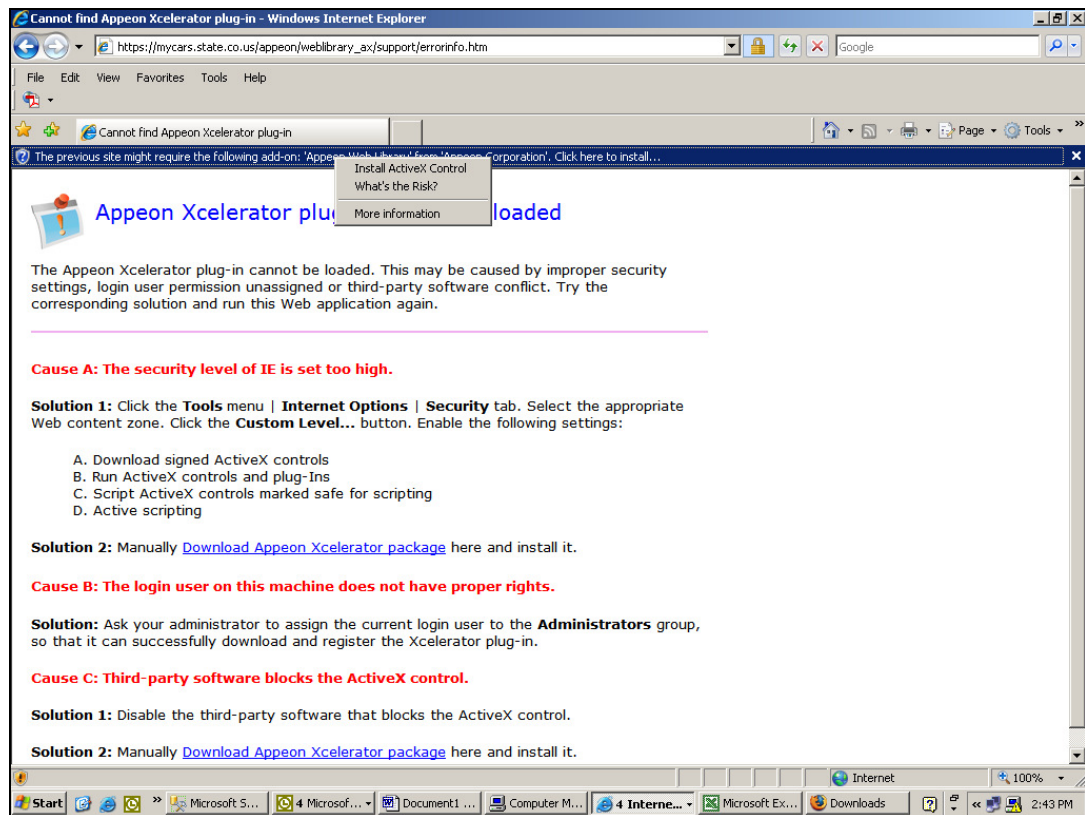
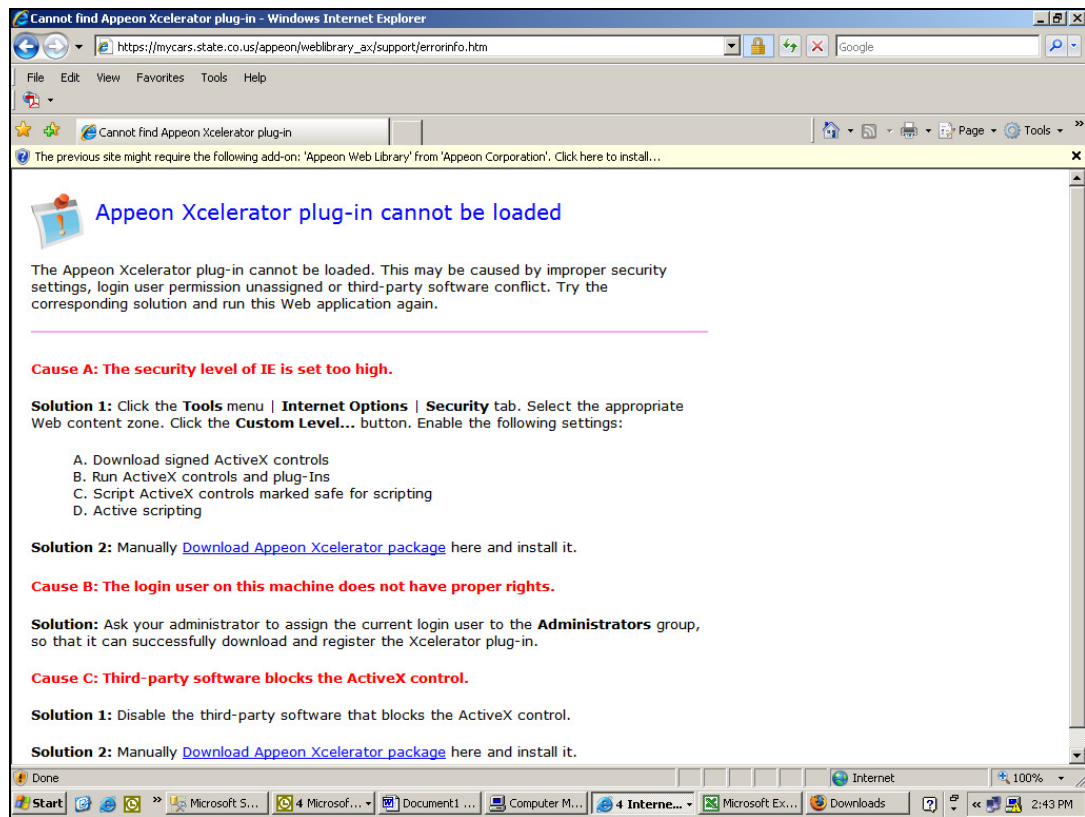
Steps to Install:

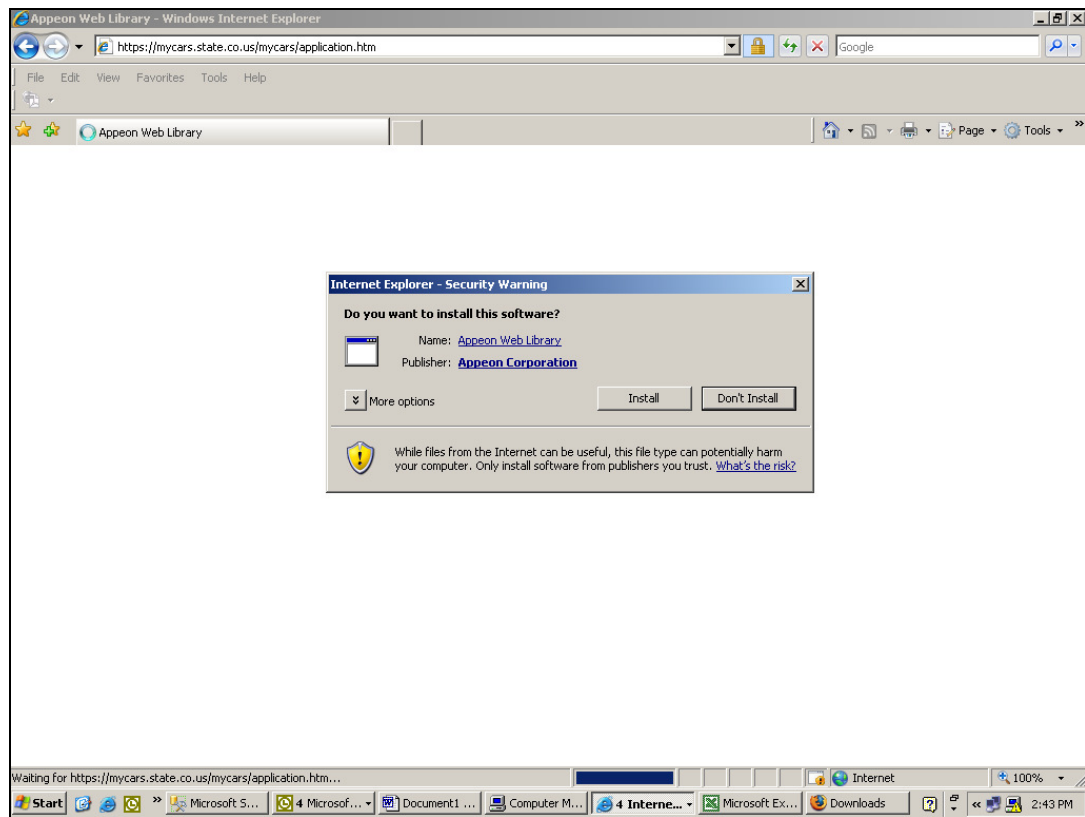
1. Access the Internet using Internet Explorer.
2. Go to the web address:
<https://mycars.state.co.us/mycars/appeon.htm>

Tip: Be sure to include the "s" in https

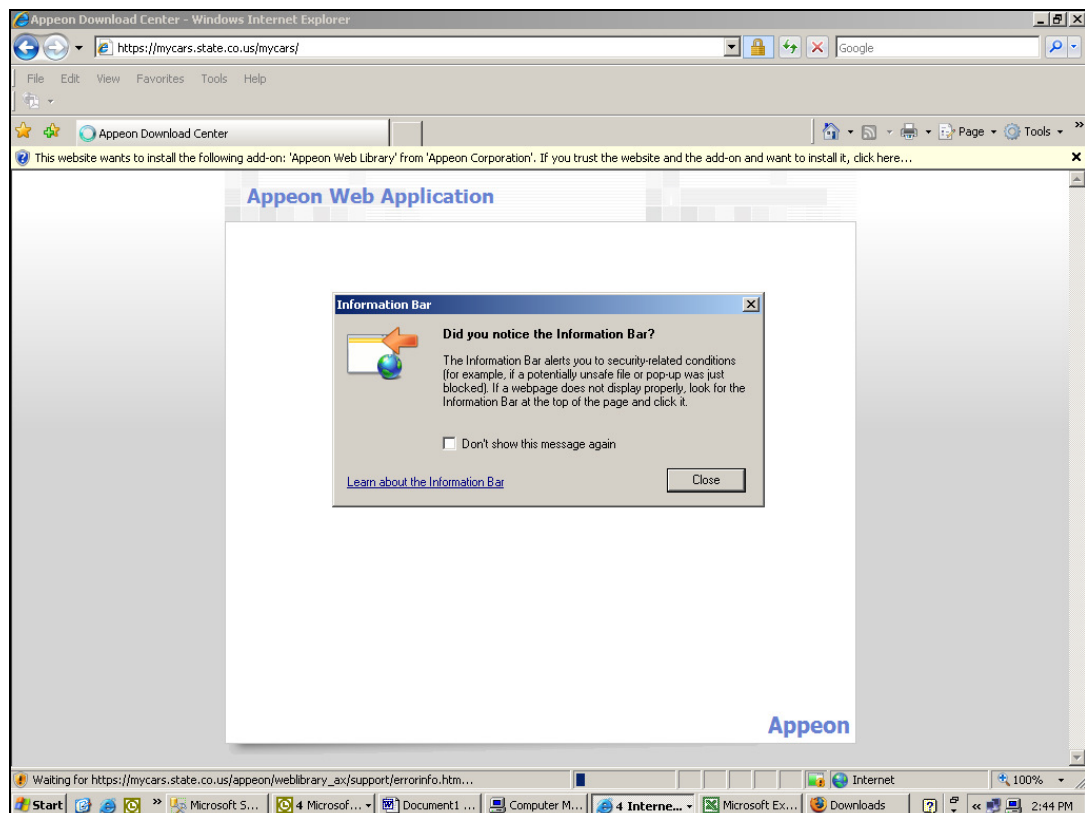
3. When you first link to MyCARS with Internet Explorer the MyCARS site will attempt to load the plug-in. If it cannot, you will receive an error page with several options.
4. You may choose one of several options for installing the plug-in as you will notice from the error page; however we suggest that if they are presented, following the prompts from the information bar and the dialog boxes is the easiest. The others options are to adjust the security settings for IE (which then need to be set back) or manually downloading and installing the Xcelerator package. The instructions and screen shots that follow show the option of following the information bar and dialog box prompts.
5. Follow the instructions in the information bar and dialog boxes as needed to install ActiveX add-ons labeled 'Appeon Web Library' and 'WebLibrary Module' from Appeon as in the example below. **Note: If your security settings cause Internet Explorer to prompt you through installing an ActiveX control from the 'Appeon Web Library', it will do it twice because it actually loads 2 add-ons from that library.**



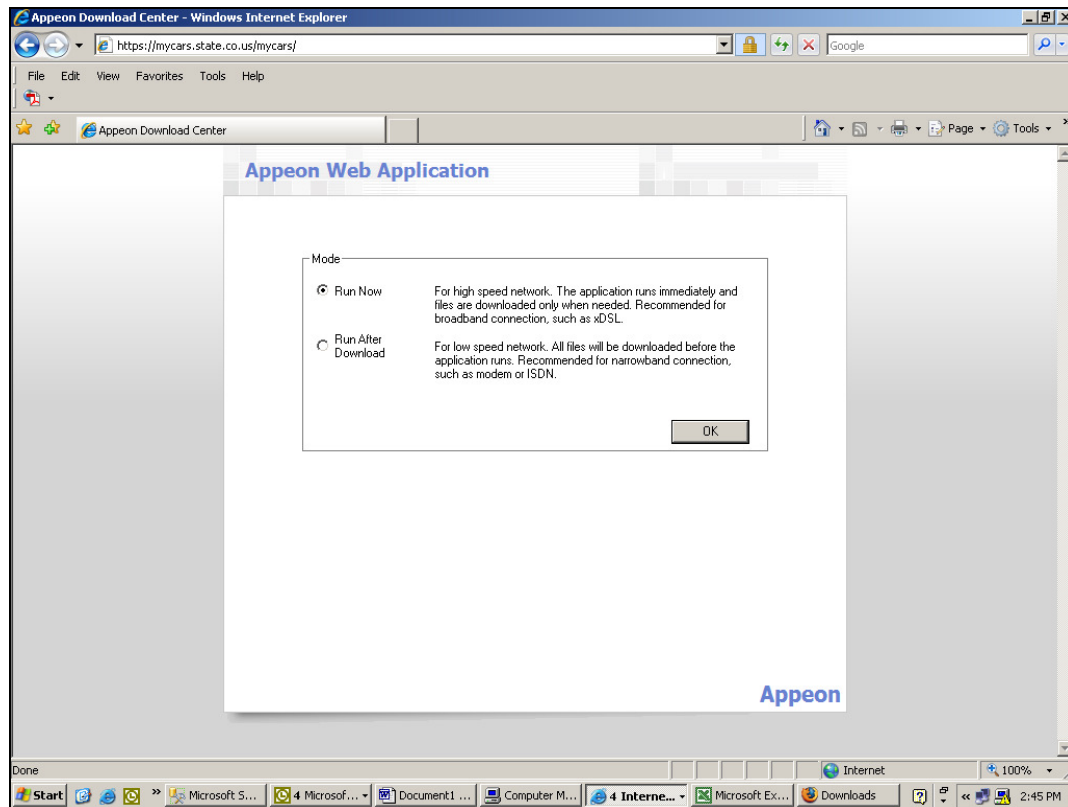




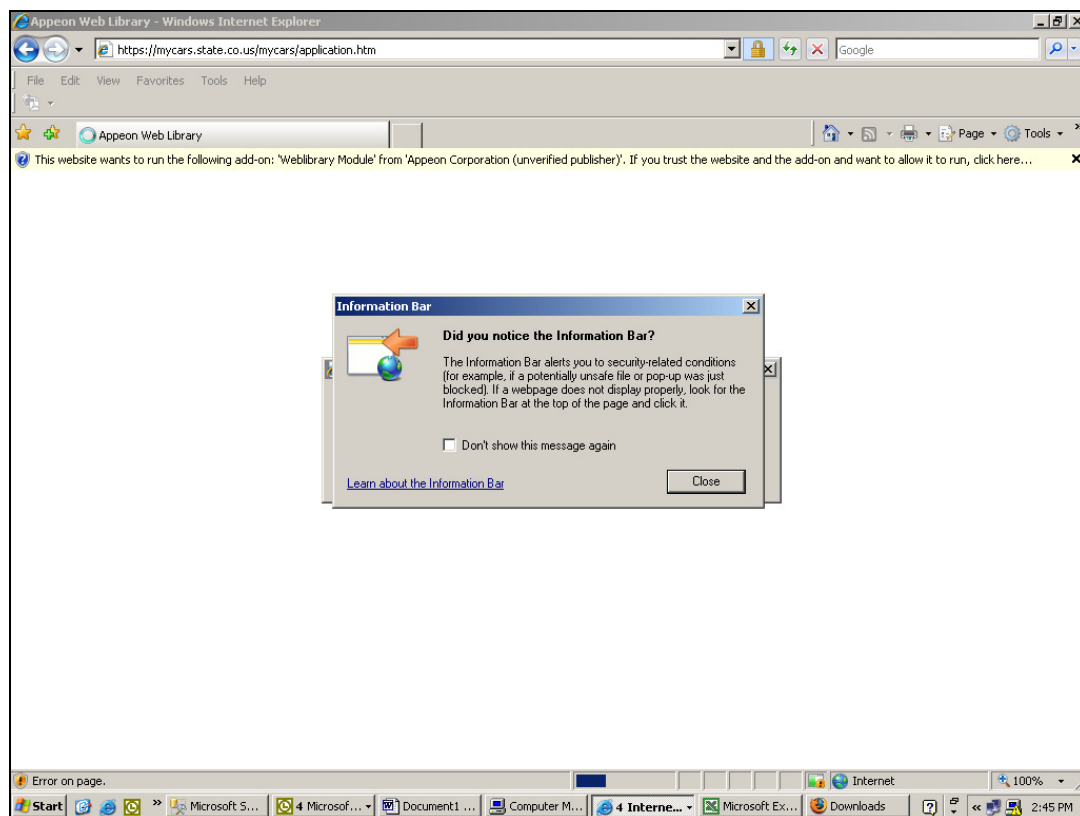
Here is an example of being prompted a second time to load an add-on from the 'Appeon Web Library'. This is to be expected because it loads 2 add-ons from that library. Follow the same steps the second time through. Then continue with the next steps.

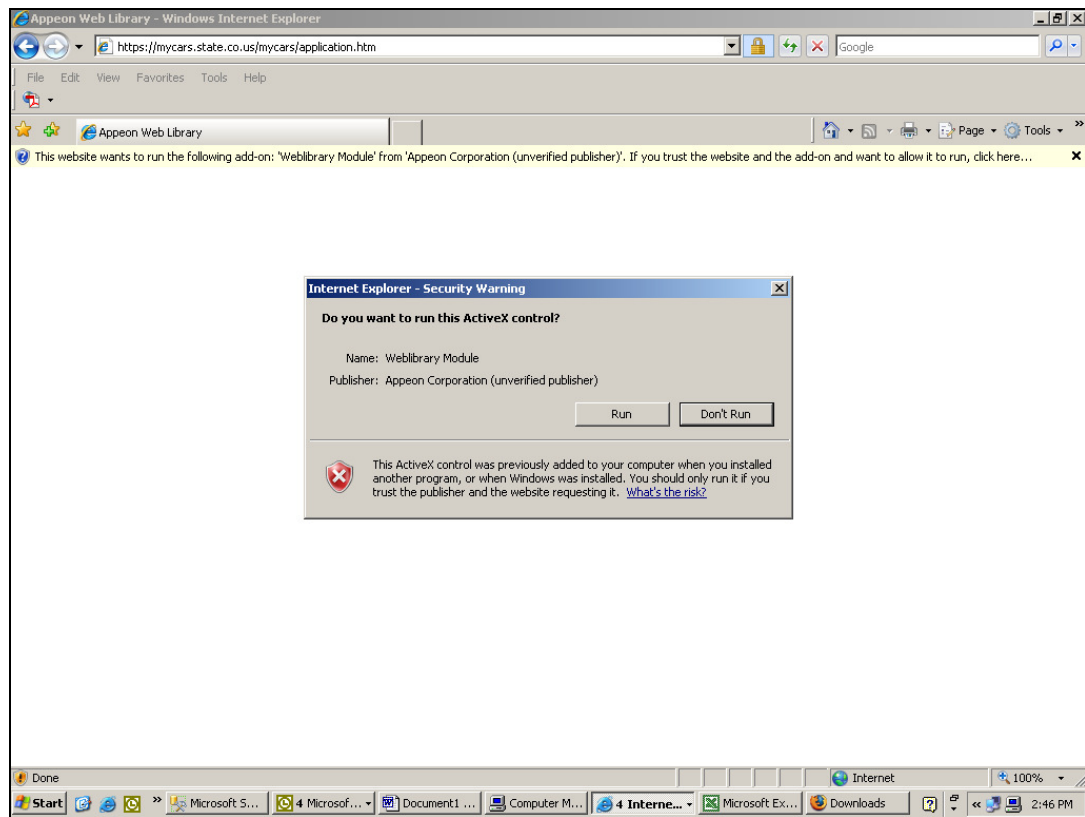


This is the prompt to download the Appeon Xcelerator plug-in itself.

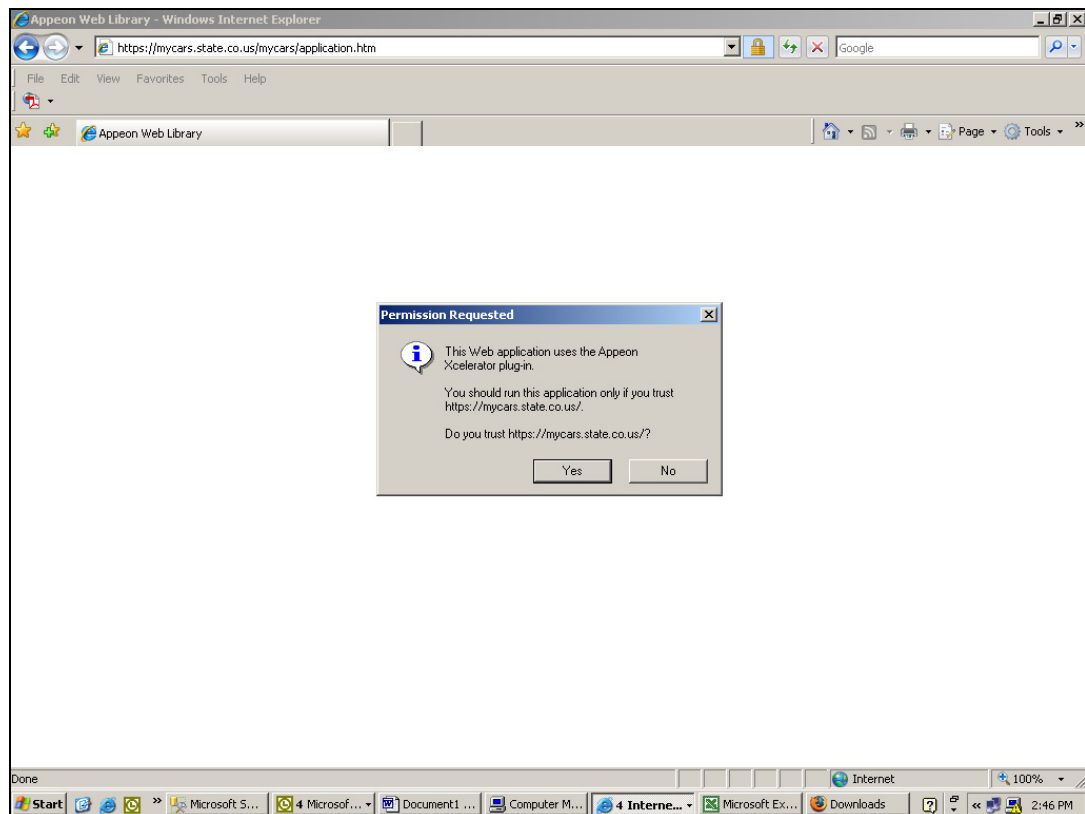


You may also be prompted to run additional Active-X controls, this time labeled 'Weblibrary Module'.

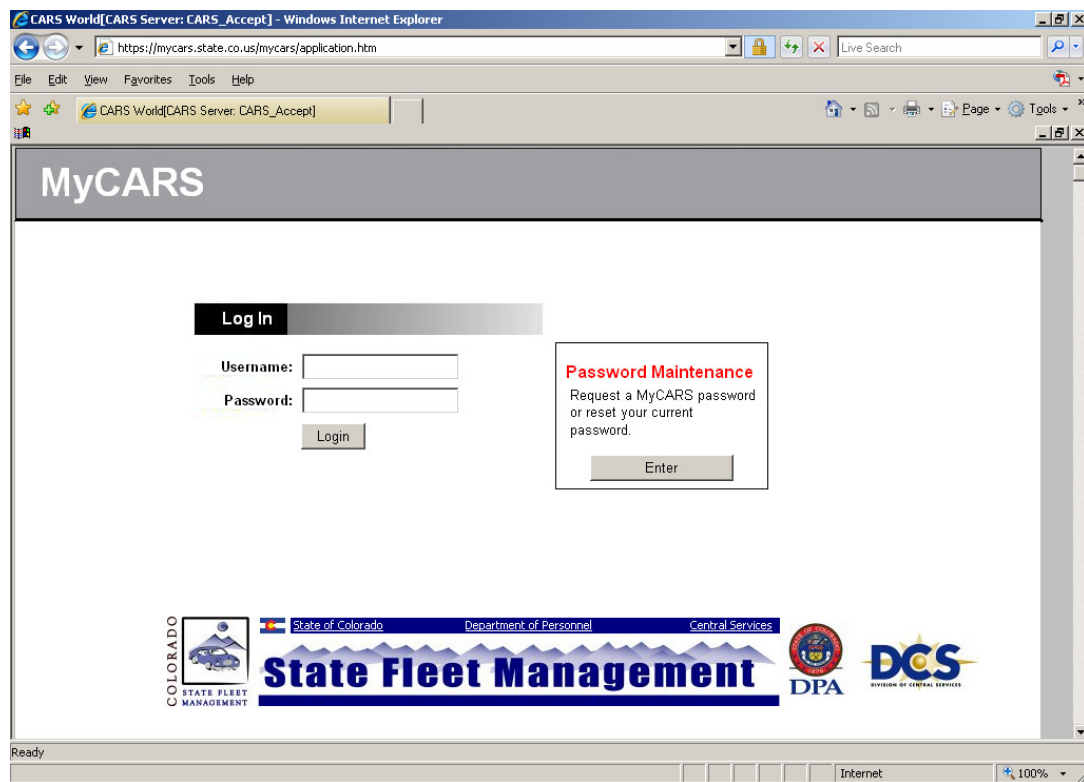




6. The last step is to run the Apeon Xcelerator plug-in. Depending on your security settings, you may see a prompt like this:



7. Click yes to allow the use of the Appeon Xcelerator plug-in. The end result will be that you are presented with the MyCARS log in page.



8. Congratulations and welcome to MyCARS!
9. The first time you arrive at MyCARS, click on the Password Maintenance link to request your MyCARS password. It will be e-mailed to you.
10. Your CARS username and new MyCARS specific password will apply for MyCARS. For information on using MyCARS, please refer to the State Fleet Management web site at <http://www.colorado.gov/dpa/dcs/fleet/index.htm>